

Title: Training Specialist	Effective Date: July 10, 2015	Grade: XIII	Job Category: Professional
Prior Title: Training Specialist	Prior Effective Date: October 18, 2010	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Section Head, this position plans, organizes, develops, implements, and coordinates training activities.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Formulate goals and policies to accomplish training needs with available resources.
- Assess training needs through consultation with managers, supervisors, and employees.
- Establish training program objectives and design appropriate courses.
- Develop course outlines and lesson plans to satisfy specific Departmental needs.
- Keep informed of current developments related to employment law.
- Conduct orientation and training sessions in a wide variety of subjects, using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, and lectures.
- Obtain, organize and develop training procedures manuals, guides, and other course materials.
- Work with managers and employees to establish individual learning development plans to help maintain and improve job skills.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in human resources management, organizational management, or related field, OR the educational equivalent to a high school diploma plus four years of training or related experience. Ability to develop course outlines and lesson plans to satisfy specific Department needs. Strong computer skills, including a thorough working knowledge of Microsoft PowerPoint, Excel, and Word. Strong organizational skills and attention to detail. Ability to effectively communicate with persons from all levels of learning and educational backgrounds. Ability to plan, coordinate, and evaluate training activities to meet training needs. Ability to accurately and effectively develop and deliver training programs to ensure compliance with Department policies and procedures. Valid driver's license. Constant statewide travel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

